



City Of Columbus  
Job Description

**Department:** Clerk Treasurer Office  
**Title:** Chief Deputy Clerk Treasurer  
**FLSA:** Exempt  
**Supervised By:** Clerk Treasurer  
**Supervises:** None  
**2015 Salary Range:** \$39,704-\$56,720

**General Description:**

- Under the general direction of the Clerk Treasurer, supervises all aspects of the Treasurer's office. Support with all accounting functions and spreadsheets and resolve issues by applying the concepts of finance, public fund investments and cash management to departmental tasks and policies. Prepare important and complex reports and supervises tax settlements. Acts as the City Treasurer in the Treasurer's absence.

**Responsibilities:**

- Perform bank reconciliations monthly.
- Track and keep record of fixed asset investments funds for the City.
- Prepare journal entries related to the payroll and ensure that they are accurately and timely recorded in the system.
- Prepare annual reports and keep records of the pension processing.
- Maintains the department's general ledger and audits records of Account Clerks.
- Perform monthly and annually budget spreadsheets. Works closely with State Board of Accounts.
- Analyzes complex data and prepares numerous reports. Examples include, but are not limited to, tax reports annually (1099's and W2's), service reports and the Treasurer's Annual Report.
- Oversees the department's technology needs and upgrades. Acts as liaison between local treasurers and the MIS department.
- Assists other departments with accounting problems and to public information requests.
- Works closely with the Treasurer to oversee the investment of City funds.
- Assist in answering phone and greeting the public.
- Perform other related duties as required.

**Job Qualifications:**

- Associate Degree or equivalent and may substitute with commensurate experience in finance/accounting area.
- Knowledge of basic government and experience in accounting or banking.
- General Knowledge of computers, proficiency with Office suite of products and office equipment including fax, copier, mail machine, multi-line phone, calculator.
- Communicate clearly and concisely, both orally and in writing.

- Ability to establish and maintain effective relationship with co-workers, media representatives and public.

**Working Conditions:**

- Ordinary office working conditions.

This description is intended to describe the type and level of work being performed by the person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person.

DATE ADOPTED: August, 2013

REVIEWED AND APPROVED: August, 2013

FORMATTED: August, 2013